



Viewing Upcoming and Overdue Training in LMS User and Supervisor

DLA Training
LMS Team
September 2012



Viewing Upcoming and Overdue as a User



HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...
HUMAN RESOURCE CENTER

To-Do List

Overdue

- 22 days overdue ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING
Available
- ANTITERRORISM (AT) LEVEL I
Available
- NoFEAR Act Training
Available
- 10 days overdue PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...
In progress

Due within a month

- 9/15/2012 OPSEC ANNUAL REFRESHER
Available

Due later

- 5/3/2013 DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS ...
Available
- DLA RECORDS MANAGEMENT TRAINING
Available
- 7/2/2013 INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING
Available
- TRAFFICKING IN PERSONS
Available

No due date

- 360-Degree Performance Appraisal Simulation
In progress
- 4G Communication Systems
Pending Approval

Show: Everything

Easy Links

Approvals

Completed Work

News

Plans

Reports

Tuition Assistance/Unique Training Request

System Settings

Curricula



Competencies

You have no assigned competencies

Users can view their Overdue and Upcoming training from their LMS Homepage
Overdue items will appear at the top of their To-Do List, highlighted in red
The remainder of items are listed below, with those due soonest listed first



HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...
HUMAN RESOURCE CENTER

To-Do List

Show: Everything | ▾



Overdue

22 days overdue

ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING

Due by 8/1/2012 | Assigned by System AP | Originated From Curriculum



COURSE SEC-ACISB

The Annual Classified Security Awareness Briefing provides necessary knowledge and information for employees to properly protect classified...[more](#)

Online Item

22 days overdue Available



22 days overdue

ANTITERRORISM (AT) LEVEL I

Due by 8/1/2012 | Enterprise Mandate | Assigned by System AP | Originated From Curriculum



COURSE SEC-ATLVL1CONUS

The purpose of this training is to increase your awareness of terrorism and to improve your ability to apply personal protective measures. Completion of this...[more](#)

Online Item

22 days overdue Available



22 days overdue

NoFEAR Act Training

Due by 8/1/2012 | Enterprise Mandate | Assigned by System AP | Originated From Curriculum

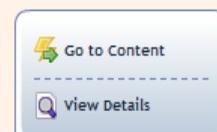


COURSE GEN-NO FEAR

Employee training on the "No Fear Act." The No Fear Act reaffirms the strong public policy commitment...[more](#)

Online Item

22 days overdue Available



Easy Links

Approvals

Completed Work

News

Plans

Reports

Tuition Assistance/Unique Training Request

System Settings

Curricula



Competencies

You have no assigned competencies

Goals

Communities

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HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...
HUMAN RESOURCE CENTER

To-Do List

Show: Everything

Overdue

- 22 days overdue ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING
Available
- ANTITERRORISM (AT) LEVEL I
Available
- NoFEAR Act Training
Available

10 days overdue PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...
In progress

Due within a month

- 9/15/2012 OPSEC ANNUAL REFRESHER
Available

Due later

- 5/3/2013 DLA CONTINUITY OF OPERATIONS
Available
- DLA RECORDS MANAGEMENT
Available
- 7/2/2013 INFORMATION ASSURANCE
Available
- TRAFFICKING IN PERSONS
Available

No due date

- 360-Degree Performance Appraisal Simulation
In progress
- 4G Communication Systems
Pending Approval

Easy Links

Approvals Reports

Completed Work Tuition Assistance/Unique Training Request

News System Settings

Curricula >>
Overdue (4)
Due in 30 days (1)
Due Later (3)

Competencies >>
You have no assigned competencies

Goals >>
You have no active Plan.

Communities >>
See what's happening in the forums

A red arrow points from the text "Users can view the items required by their assigned curricula by clicking on the 'Curricula' button located under 'Easy Links'" to the "Curricula" button in the "Easy Links" sidebar.

Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Status					
Curriculum Title	Next Action Date ▲	Expiration Date	Assigned By	Remove	
DLA Enterprise ATLVL1	  8/1/2012	N/A	Admin (System AP)		
DLA Enterprise Wide No Fear Act Training	  8/1/2012	N/A	Admin (System AP)		
DLA EWMT for ACISB	  8/1/2012	N/A	Admin (System AP)		
Information Assurance and PII	  8/13/2012	N/A	Admin (System AP)		
OPSEC Annual Refresher Training	 9/15/2012	7/2/2013	Admin (System AP)		
DLA Continuity of Operations Plan (COOP)	 5/3/2013	N/A	Admin (System AP)		
DLA Records Management Training	 5/3/2013	N/A	Admin (System AP)		
Combating Trafficking in Persons	 7/2/2013	7/2/2013	Admin (System AP)		
Slips, Trips and Falls	 N/A	N/A	Admin (System AP)		

Just like the To-Do List, curricula are listed with overdue ones first
Users can see each item contained in the curricula by clicking on a Curriculum Title

**Curriculum Details**[← Back](#)**Information Assurance and PII****Summary Information**

Curriculum ID: IA-IAAT

Status: Incomplete

Assigned By: Admin (System AP)

Item Requirements (2 Found)

Title	Type	Required By ▲	Date Completed	Status	Action
▶ PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL TRAINING		8/13/2012			Go to Content
▶ INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING		7/2/2013	7/2/2012		Go to Content

Item Requirements in Subcurricula (0 Found)**Curriculum Requirements (0 Found)****Curriculum Requirements in Subcurricula (0 Found)**

The Curriculum Details page will show the user each item contained in the curriculum and their due dates



Viewing Upcoming and Overdue as a Supervisor



Home

My Employees

Catalog

Employees ▾



Bruce A Wayne

SUPV HUMAN RESOURCES SPEC (HR DEV) / HUMAN RESOURCE CENTER

Help

Your Talent Profile is Incomplete



To-Do List

Show: Everything

Overdue

1542 days overdue PLATEAU TALENT MANAGEMENT ADMINISTRATION V5.8

Must be registered

1352 days overdue VERITAS NETBACKUP 5.X 5-DAY FOR SOLARIS

Must be registered

VERITAS NETBACKUP 6.X FOR UNIX, ADMINISTRATION

Must be registered

699 days overdue BUSINESS AND REPORT WRITING

Must be registered

EXCELLENCE IN SERVICE

Must be registered

606 days overdue DLA ONLINE HUMAN RESOURCES MANAGEMENT (HRM) SUPERVISOR

In progress

264 days overdue BEHAVIOR BASED INTERVIEWING INSTRUCTOR LED TRAINING

Prerequisites not met

Preparing for the Behavioral Interview

Available

257 days overdue SLIPS, TRIPS, AND FALLS

Available

186 days overdue DLA RECORDS MANAGEMENT TRAINING

Available

INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING

In progress

85 days overdue SuccessFactors Connect Conference

Must be registered

84 days overdue PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...

Easy Links

Approvals

Reports

Completed Work

Tuition Assistance/Unique Training Request

News

System Settings

Plans

Curricula >>



Competencies >>



Goals >>



Communities >>



From the LMS Homepage, a Supervisor can use the “My Employees” tab to view overdue and upcoming training for their employees



Home

My Employees

Catalog

Employees ▾



Bruce A

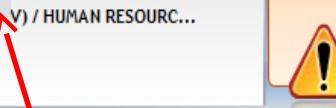
SUPV HUM

HUMAN RESOURCE CENTER

Organization Chart

Dashboard

V) / HUMAN RESOURC...

**To-Do List**

Show: Everything

Overdue

- 1542 days overdue PLATEAU TALENT MANAGEMENT ADMINISTRATION V5.8
Must be registered
- 1352 days overdue VERITAS NETBACKUP 5.X 5-DAY FOR SOLARIS
Must be registered
- 699 days overdue VERITAS NETBACKUP 6.X FOR UNIX, ADMINISTRATION
Must be registered
- 606 days overdue BUSINESS AND REPORT WRITING
Must be registered
- 264 days overdue EXCELLENCE IN SERVICE
Must be registered
- 257 days overdue DLA ONLINE HUMAN RESOURCES MANAGEMENT (HRM) SUPERVISOR
In progress
- 186 days overdue BEHAVIOR BASED INTERVIEWING INSTRUCT
Prerequisites not met
- 85 days overdue PREPARING FOR THE BEHAVIORAL INTERVIEW
Available
- 84 days overdue SLIPS, TRIPS, AND FALLS
Available
- 186 days overdue DLA RECORDS MANAGEMENT TRAINING
Available
- 84 days overdue INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING
In progress
- 84 days overdue SuccessFactors Connect Conference
Must be registered
- 84 days overdue PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...

Easy Links

Approvals

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Completed Work

Tuition Assistance/Unique Training Request

News

System Settings

Plans

Curricula

>>

**Competencies**

>>

**Goals**

>>

**Communities**

>>



Place the cursor over "My Employees" and click on "Organization Chart"



Home

My Employees

Catalog

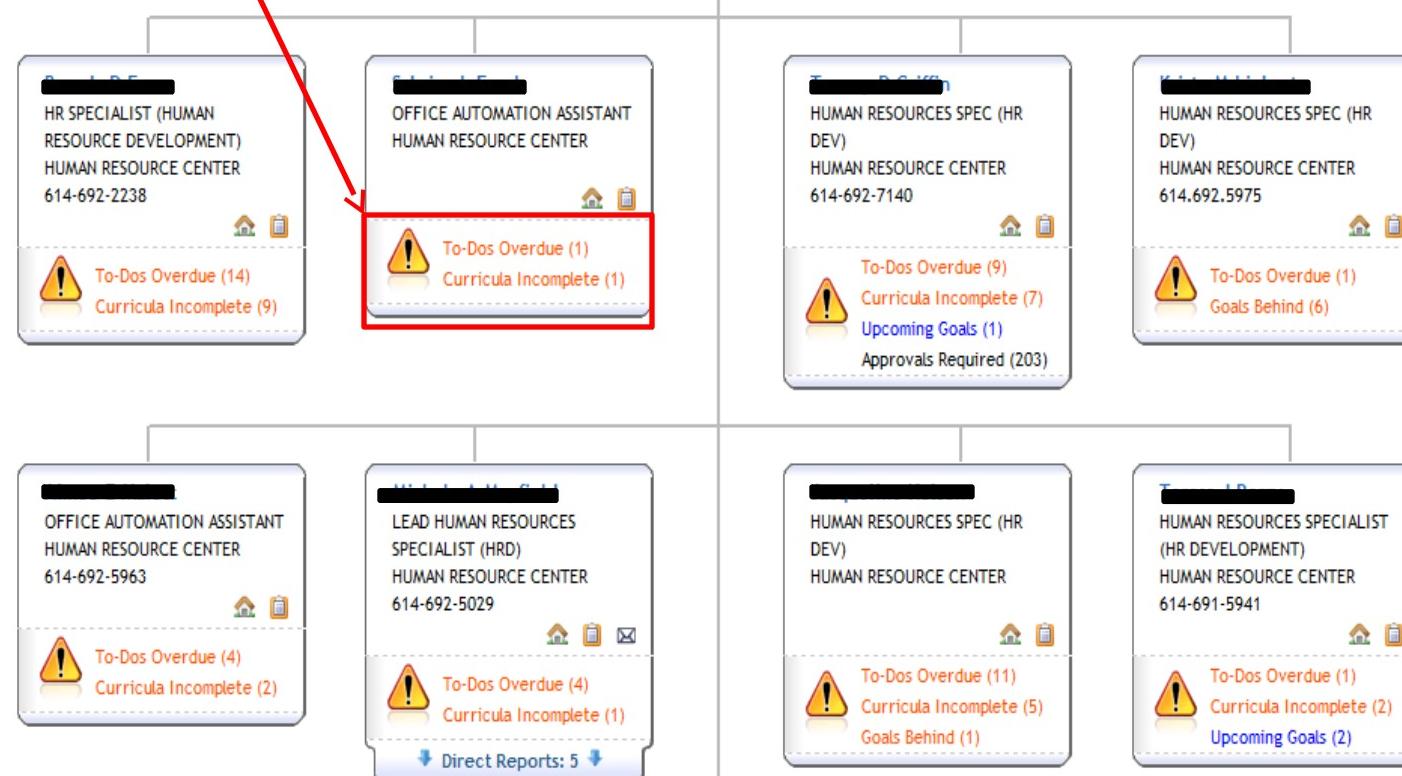
Organization Chart

Help

Subordinates

Show Status

Under each employee,
the number of overdue
items and curricula are
listed in red
To view details, click
either line



Employees ▾



OFFICE AUTOMATION ASSISTANT / OA CLERICAL AND ASSIS...
HUMAN RESOURCE CENTER

Help

To-Do List**Overdue**

60 days overdue ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING

Available

Due later

9/30/2012 Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks i...

Requires Approval

Anger Management Essentials: Understanding Anger

Requires Approval

Coping with Criticism and Feedback

In progress

Creating and Formatting Tables in Word 2010

Requires Approval

Developing Excellent Time Management Habits

In progress

Getting Started with Excel 2010

Requires Approval

Getting Started with Word 2010

Requires Approval

New Features for PowerPoint, Publisher, and Access in Office 2010

Requires Approval

Office 2010 New Core Features

Requires Approval

Saving, Sharing, and Printing in Word 2010

Requires Approval

Using Themes, Backgrounds, Watermarks, and Quick Parts in Word ...

Requires Approval

Easy Links

Completed Work

Tuition Assistance/Unique Training Request

Plans

System Settings

Reports

Curricula

- Overdue (1)
- Due in 30 days (0)
- Due Later (7)

Competencies

You have no assigned competencies

Goals

You are on target

Selecting the To-Dos Overdue link on your organization chart allows the Supervisor to view the employee's To-Do List with all courses and their due dates listed

To exit this view, click "Your Home Page" or "Organization Chart" at the top of the page



OFFICE AUTOMATION ASSISTANT / OA CLERICAL AND ASS...
HUMAN RESOURCE CENTER

Curriculum Status



This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Status

Curriculum Title	Next Action Date ▲	Expiration Date	Assigned By	Remove
DLA EWMT for ACISB	6/30/2012	N/A	Admin (System AP)	
Combating Trafficking in Persons	10/2/2012	10/2/2012	Admin (System AP)	
DLA Continuity of Operations Plan (COOP)	10/2/2012	10/2/2012	Admin (System AP)	
DLA Enterprise ATlvl1	10/2/2012	10/2/2012	Admin (System AP)	
DLA Records Management Training	10/3/2012	10/3/2012	Admin (System AP)	
Information Assurance and PII	4/24/2013	4/24/2013	Admin (System AP)	
OPSEC Annual Refresher Training	4/24/2013	4/24/2013	Admin (System AP)	
DLA Enterprise Wide No Fear Act Training	10/2/2013	10/2/2013	Admin (System AP)	
ALL DLA EMPLOYEES WILL COMPLETE THE CORE TRAINING	N/A	N/A	Admin (12367030)	
Information Assurance and PII	N/A	N/A	Admin (12363542)	
No Title	N/A	N/A	Admin (12363542)	

Selecting the Curricula Incomplete link on your organization chart allows the Supervisor to view the employee's Curriculum Status
To exit this view, click "Your Home Page" or "Organization Chart" at the top of the page



Home My Employees Catalog

Employees ▾ Bruce A [SUPERVISOR] Organization Chart Dashboard View / HUMAN RESOURCE CENTER

Your Talent Profile is Incomplete

To-Do List Show: Everything

Overdue

- 1542 days overdue PLATEAU TALENT MANAGEMENT ADMINISTRATION V5.8
Must be registered
- 1352 days overdue VERITAS NETBACKUP 5.X 5-DAY FOR SOLARIS
Must be registered
- VERITAS NETBACKUP 6.X FOR UNIX, ADMINISTRATION
Must be registered
- 699 days overdue BUSINESS AND REPORT WRITING
Must be registered
- EXCELLENCE IN SERVICE
Must be registered
- 606 days overdue DLA ONLINE HUMAN RESOURCES MANAGEMENT (HRM) SUPERVISOR TRAINING
In progress
- 264 days overdue BEHAVIOR BASED INTERVIEWING INSTRUCTOR-LED TRAINING
Prerequisites not met
- Preparing for the Behavioral Interview
Available
- 257 days overdue SLIPS, TRIPS, AND FALLS
Available
- 186 days overdue DLA RECORDS MANAGEMENT TRAINING
Available
- INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING
In progress
- 85 days overdue SuccessFactors Connect Conference
Must be registered
- 84 days overdue PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL TRAINING

Easy Links

Approvals Reports

Completed Work Tuition Assistance/Unique Training Request

News System Settings

Plans

Curricula >>

- Overdue (7)
- Due in 30 days (3)
- Due Later (4)

Competencies >>

57% of requirements met

Goals >>

You are on target

Communities >>

You are subscribed to 1 discussion forum

From the LMS Homepage, Supervisors can also place their cursor over "My Employees" and click "Dashboard"



Home

My Employees

Catalog

Dashboard

Employee To-Dos

Show: All

Due Date: Overdue

Employee	Type	Title	Due Date	Status
Evans, Brenda D	Curriculum	TIER II SUPERVISOR CERTIFICATION - NINTH HOUSE	10/7/2010	Incomplete
	Learning	SITUATIONAL LEADERSHIP II	10/7/2010	In progress
	Learning	Partnering for Results	1/5/2011	In progress
	Learning	New Forging Breakthroughs	4/5/2011	Available
	Learning	High Impact Hiring	7/9/2011	In progress
	Learning	Optimizing Team Performance	7/9/2011	In progress
	Learning	Retaining Talent	7/9/2011	In progress
	Curriculum	Information Assurance and PII	4/12/2012	Incomplete
	Learning	INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING	4/12/2012	Available
	Curriculum	OPSEC Annual Refresher Training	4/19/2012	Incomplete
	Learning	OPSEC ANNUAL REFRESHER	4/19/2012	Available
	Learning	PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL TRAININ	4/26/2012	Available
	Curriculum	DLA EWMT for ACISB	6/30/2012	Incomplete
	Learning	ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING	6/30/2012	Available
	Curriculum	DIA Continuity of Operations Plan (COOP)	7/26/2012	Incomplete
	Curriculum	DLA Enterprise ATLVL1	7/26/2012	Incomplete
	Learning	DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS	7/26/2012	Available

The Dashboard lists all employees and their training

The two dropdown menus at the top can be used to filter the list



Dashboard

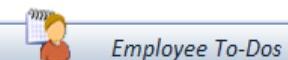
Employee To-Dos		Show:	Due Date:	Actions	
Employee	Type	All	Overdue	View Details	Mark as Complete
Evans, Brenda D	Curriculum	Learning	VISOR CERTIFICATION - NINTH HOUSE	10/7/2010	Incomplete
	Learning	Curricula	LEADERSHIP II	10/7/2010	In progress
	Learning	Goals	Parachuting for Results	1/5/2011	In progress
	Learning	Assessments	New Forging Breakthroughs	4/5/2011	Available
	Learning		High Impact Hiring	7/9/2011	In progress
	Learning		Optimizing Team Performance	7/9/2011	In progress
	Learning		Retaining Talent	7/9/2011	In progress
	Curriculum		Information Assurance and PII	4/12/2012	Incomplete
	Learning		INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING	4/12/2012	Available
	Curriculum		OPSEC Annual Refresher Training	4/19/2012	Incomplete
	Learning		OPSEC ANNUAL REFRESHER	4/19/2012	Available
	Learning		PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL TRAININ	4/26/2012	Available
	Curriculum		DLA EWMT for ACISB	6/30/2012	Incomplete
	Learning		ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING	6/30/2012	Available
	Curriculum		DLA Continuity of Operations Plan (COOP)	7/26/2012	Incomplete
	Curriculum		DLA Enterprise ATLVL1	7/26/2012	Incomplete
	Learning		DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS	7/26/2012	Available

The Dashboard can be filtered to show All items, or just those associated with Learning, Curricula, Goals, or Assessments



Dashboard

Help



Show: All

Due Date: Overdue

- Overdue
- Next 30 Days
- Next 60 Days

Employee	Type	Title	Status
Evans, Brenda D	Curriculum	TIER II SUPERVISOR CERTIFICATION - NINTH HOUSE	Incomplete
	Learning	SITUATIONAL LEADERSHIP II	In progress
	Learning	Partnering for Results	In progress
	Learning	New Forging Breakthroughs	Available
	Learning	High Impact Hiring	In progress
	Learning	Optimizing Team Performance	In progress
	Learning	Retaining Talent	In progress
	Curriculum	Information Assurance and PII	Incomplete
	Learning	INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING	Available
	Curriculum	OPSEC Annual Refresher Training	Incomplete
	Learning	OPSEC ANNUAL REFRESHER	Available
	Learning	PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL TRAININ	Available
	Curriculum	DLA EWMT for ACISB	Incomplete
	Learning	ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING	Available
	Curriculum	DLA Continuity of Operations Plan (COOP)	Incomplete
	Curriculum	DLA Enterprise ATLVL1	Incomplete
	Learning	DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS	Available

The Dashboard can also show items that are Overdue, due within 30 days or due within 60 days

If filtered by 30 or 60 days, the list will still show all overdue items as well

[LMS Guide](#)/[Job Aids](#)/[Training FAQs](#) | [Webmaster](#)



Employees ▾



Bruce A Wayne

SUPV HUMAN RESOURCES SPEC (HR DEV) / HUMAN RESOURCE CENTER
HUMAN RESOURCE CENTER

Help

Your Talent Profile is Incomplete



To-Do List

Show: Everything

Overdue

- 1542 days overdue PLATEAU TALENT MANAGEMENT ADMINISTRATION V5.8
Must be registered
- 1352 days overdue VERITAS NETBACKUP 5.X 5-DAY FOR SOLARIS
Must be registered
- VERITAS NETBACKUP 6.X FOR UNIX, ADMINISTRATION
Must be registered
- 699 days overdue BUSINESS AND REPORT WRITING
Must be registered
- EXCELLENCE IN SERVICE
Must be registered
- 606 days overdue DLA ONLINE HUMAN RESOURCES MANAGEMENT (HRM) SUPERVISOR TRAINING
In progress
- 264 days overdue BEHAVIOR BASED INTERVIEWING INSTRUCTOR LED TRAINING

Easy Links

Approvals

Completed Work

News

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Reports

Tuition Assistance/Unique Training Request

System Settings

Curricula



Competencies

57% of requirements met

Goals



Communities

You are subscribed to 1 discussion forum

Supervisors can also run reports on overdue and upcoming training
To access these reports, click "Reports" under "Easy Links"

INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING

In progress

85 days overdue SuccessFactors Connect Conference

Must be registered

84 days overdue PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...

**Reports**

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name

- [Competency Assessment Comparison](#)
- [Competency Assessment Trend](#)
- [**+ Curriculum Status**](#)
 - [Curriculum Status Legacy](#)
- [**+ Item Status**](#)
 - [Item Status Legacy](#)
- [Learning History](#)
- [Learning History Legacy](#)
- [**+ Learning Hours**](#)
 - [Learning Hours Legacy](#)
- [**+ Learning Needs**](#)
 - [Learning Needs Legacy](#)
- [**Learning Plan**](#)
 - [Learning Plan Legacy](#)
- [Multi-Rater Peer Vs User](#)
- [My Plan](#)
- [**+ Tuition**](#)
 - [Tuition Legacy](#)
- [User Information](#)
- [User Information Legacy](#)

There are a variety of reports available to Supervisors
“Learning Plan” is an ideal report for viewing upcoming and overdue training

[Home](#)[My Employees](#)[Catalog](#)[Help](#)**Reports**[← Back to Browse Reports](#)**Run Learning Plan**User: Self Direct Subordinates All Subordinates AllReport Title: Report Header: Report Footer: Report Destination: Report Format: Mask User IDs Page Break Between RecordsSort By: Item Required Date Assignment Type CurriculumList By: All Needs Requirements

Selecting “Direct Subordinates” will show all employees that fall directly under the supervisor
“Sort By” and “List By” will help organize and limit the report

In this example, items will be sorted by their due date and the list will contain only required items

Learning Plan

The resulting report shows required items by User, with those due soonest listed first

If any items are past due, they will be listed before items that are due later

User

User ID

User Name

[REDACTED]

Learning Plan

Item	Item Title	Required Date	Days Rem	Assignment Type	Curriculum ID	Complete Date
COURSE IA-IIAAT (Rev 1 - 12/21 /2010 03:37 PM America/New York)	INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING	9/29/2012	25	E - Enterprise Mandate	IA-IIAAT	9/30/2011
COURSE SEC-ATLVL1CONUS (Rev 2011 - 6/30/2011 05:00 PM America/New York)	ANTITERRORISM (AT) LEVEL I	10/11/2012	37	E - Enterprise Mandate	DLA Enterprise ATLVL1	10/12/2011
COURSE SEC-CTIP (Rev 3 - 11/18/2011 03:00 PM America/New York)	TRAFFICKING IN PERSONS	12/14/2012	101	E - Enterprise Mandate	CTIP	12/15/2011
COURSE IA-PILAAT (Rev 1 - 12/21/2010 03:40 PM America/New York)	PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL TRAINING	1/16/2013	134	E - Enterprise Mandate	IA-IIAAT	1/17/2012
COURSE BUS-RECORDS MGMT (Rev 2 - 2/23/2011 12:51 PM America/New York)	DLA RECORDS MANAGEMENT TRAINING	2/12/2013	161	E - Enterprise Mandate	BUS-RECORDS MGMT	2/13/2012
COURSE GEN-DLACOOPEAT (Rev 1 - 9/10/2010 03:04 PM America/New York)	DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS TRAINING	2/16/2013	165	E - Enterprise Mandate	GEN-DLACOOPEAT	2/17/2012
COURSE SEC-OPSECREFR (Rev 1 - 10/19/2010 10:17 AM America/	OPSEC ANNUAL REFRESHER	3/6/2013	183	E - Enterprise	SEC-OPSECREFR	3/6/2012